

**MEETING 107 – PART 1 - MINUTES of Full Governing Board Meeting:
24th November 2022 – Hybrid**

Attendee	Initials		Arrival / Departure	Attendee	Initials		Arrival / Departure
Christine Bevan	CB	Co-opted	16:45/ 20:00	Maria Dark	MD	Clerk (Current)	16:45 / 20:00
Amanda Burrows	AB	Foundation	16:45/ 20:00	Jennie Harvey	JH	Interim Head Teacher	16:55/19:05 19:22/20:00
Michala Morris	MM	Parent	16:45/ 19:20	Ben Mitchell	BM	Co-opted	16:50/19:20
Sally Gonzalez	SG	Clerk (from January 2023)	16:45/ 20:00	Hayley Hardy	HH	Parent	16:50/19:20
Lorraine Ovey	LO	Staff	16:52 / 18:10	Cathie Scoffield	CS	Co-opted	17:01/20:00
Alison Rubenchik	AR	School Business Manager	17:20/ 18:05				
Apologies	Initials		Reason	Apologies	Initials		Reason
Peter How	PH	LEA	Family/ Personal				
Key:							
Bold – action							
<u>Underline – decision</u>							
Colour - question							

FOCUS	<ul style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction Holding the Headteacher to account for educational performance of the school and its students Overseeing the financial performance of the school and making sure its money is well spent 		
1.	107.103	<u>Apologies</u>	PH apologies received prior to the meeting.
2.	107.104	Declaration Pecuniary/non-pecuniary interest	None declared

3.	107.105	Minutes of October – Part 1 October – Part 2	<p>CB and HH are in the process of undertaking Level 3 safeguarding training.</p> <p>CB updated the board on the Clerk vacancy. SG will be taking minutes for the January and February meetings.</p> <p>JH informed Governors the hair and beauty room works will be completed over the Christmas break. The electricians will undertake the interactive whiteboard work in February half term. Boundary fencing has been completed.</p> <p>National School Breakfast Scheme started on Monday and any teething problems have been ironed out.</p> <p>CB/JH will be updating the board in January on the meeting with Guy Chappell from Special School Partnership. However, the meeting was very open, honest and positive. Clerk add to January Agenda.</p> <p>Thursday 1st Dec at 5:30 – Ofsted inspection training for Governor's with Diedre Fitzpatrick</p> <p>All other actions completed.</p> <p>Part 2 – this will be updated under Part 2 item 12.</p> <p><u>Minutes agreed as a true and accurate record.</u></p>
4.	107.105	Premises, Health & Safety - Spot Checks - Premises Updates	<p>PH informed CB prior to the meeting that all Premises check books were in good order, and the Team Teach books had been checked.</p>
5.	107.106	Policies a) SEND Policy b) SEND Information Report c) Pay Policy d) Recruitment and Selection Policy e) Uniform Policy f) Governor Code of Conduct g) Gypsy, Roma, Traveller & Showman h) Management Of Outdoor	<p>A) Updates had been made to the policy and Governors discussed during the meeting. <u>Approved following amendments</u> Clerk to check re: Complaints/Managing Complaint policy.</p> <p>B) change the admin email to Clerk@lampard.devon.sch.uk email - <u>approved</u></p> <p>C) <u>approved</u></p> <p>D) <u>approved</u></p> <p>E) Discussion held around pre-loved uniform and if the other uniform items not just jumpers to be reflected in the policy. Wording to be changed to reflect discussions. <u>Approved</u></p> <p>F) postponed until January due to amendments made prior to the meeting to give Governor's time to read in full.</p> <p>G) <u>Approved.</u></p> <p>H) <u>Approved</u></p>

		Education, Visits and Off- Site Activities	
6	107.107	<u>Finance</u>	<p>AR updated the board on the Teacher and NJC (Support staff) pay awards and input in to March's figures to create the comparison, alongside the projected increase in gas/electric.</p> <p>AB asked if this was the piece of work AR mentioned at the last meeting? AR confirmed it was MM is this based on new pupil numbers/new build? AR Yes – 180 students. AR has spoken to DCC accountant who wants the monthly FRS report with new salaries. We are still showing an in-year surplus, not the carry forward, however this is without subsidies for gas/electric. LO asked if the amount received per pupil is changed every year/depend on area, especially as staff wages etc are increasing? AR It goes out to consultation and the outcome is dependant on the Government decision, so it varies year on year if this amount goes up.</p> <p>AR informed the board all schools are in similar position to us. HH do we know when we'll have more info on the energy funding? AR it is meant to be capped however we don't know yet what that cap will be.</p> <p>AR presented the Residential Subsidy Request on behalf of each phase. The subsidy comes from the Pupil Premium funding. The funding request this year has increased and will benefit all students on residential and activity week. Lower School (LS) have extended activity days, Middle School (MS) & Upper School (US) residentials or activity days. AB how do you decide how much funding should be used? AR we get costings for the trips and then find what is feasible to ask families to contribute. AB felt this is great that we can still offer this despite budget constraints. BM if that is the subsidy how much will parents pay after this? AR it depends per residential. AB if you are a Pupil Premium family do they get additional funding on top? JH no, everyone gets the same. However, if there are identified students, we work with those families and signpost towards other schemes that can help with additional funding for them. JH added we have facilities in place to allow parents to pay in instalments.</p> <p><u>Governors approved the funding request.</u></p>
7	107.108	<u>Pupil Numbers</u>	<p>JH updated the board on pupil numbers. Our current PAN is 148 so we are currently 3 over PAN at 150 CB asked how the new students are getting on? JH they have settled in well and hope we will see more progress in the coming months.</p>

			<p>JH shared Assistant Headteacher responsible for SEND's (KN) update on the 23 consultations received so far for September 2023 placements and explained how we decided on Yes/No placement paperwork e.g No means that there is no spaces but next September that would be a Yes if spaces become available. KN has received more consultations this year compared to 2021 and is liaising with another local SEN School. There have been moves between SEN schools due to incorrect placement due to designation e.g. SEMH or C & I, are prioritised by the 0-25 SEN Team before moving students from Mainstream into SEN.</p> <p>AB wondered where the other students we consult on who don't get a place with us go? Potentially to Pathfield or to Marland, but we are not usually informed of this.</p> <p>JH added that the 0-25 SEN Team really understand our cohort and we have in-reach with Mainstream SENDCo's so they know what is on offer at Lampard, which is down to the fantastic job done by KN.</p>
8	107.109	<u>Headteacher's Report</u>	<p>JH shared the Headteacher Report which included information on but not limited to; how we are trying to improve attendance, effectively monitoring our EMPOWER curriculum, ensuring a robust co-ordinated and SEND approach to online safety, staff wellbeing.</p> <p>A Governor asked who 'Alan' was? JH Alan Wood is the developer for Evidence for Learning (EfL)</p> <p>JH updated the board that we have received no updates since our last Governor meeting as to when the new building will be ready for us to use. This presents a problem for at what point do we tell DCC that we are unable to take 16 new students, don't recruit staff and buy resources? Our Senior Leadership Support member of staff has helped JH with a timeline as to when these decisions need to be made, and what a contingency will look like.</p> <p>This week we have offered jobs to 5 out of the 9 shortlisted Teaching Assistant (TA) applicants this week.</p> <p>The 4 shortlisted applicants for the Teacher vacancy are being interviewed on the 30th November.</p> <p>AB asked if the staff absences were due to Covid? JH confirmed they weren't and were a variety of virus' and some long-term absences. However, she highlighted that absences have gone down since 2021.</p> <p>BM asked if the remaining TA vacancies are going to be advertised? JH confirmed the application process is closed at the moment because if we constantly advertised it can have a negative effective on recruitment.</p> <p>AB any staff absence due to work illness/stress? JH no, that is zero.</p> <p>JH is pleased with how the Assistant Headteacher responsible for Care and Safeguarding is developing as a Senior Leader as the team are dealing with a variety of safeguarding topics at the moment. All</p>

			<p>Child on Child abuse incidents are managed under student behaviour plans and SLT discuss concerns weekly.</p> <p>AB where recorded on CPOMs do we action what the follow-up was? JH yes, we have the chronology there to see what happened last time.</p> <p>MM has is affected attendance for bullying incidents? JH no, some of these incidents started on transport which is out of our control.</p> <p>SG updated the board on the annual review process. She will prioritise to attend those where just the tutor will be attending.</p> <p>HH are SLT ready to move forward with a wellbeing charter? JH we are still reviewing this process. HH to arrange with JH to attend a wellbeing group meeting in the new year.</p>
9	107.110	<u>Governors Skills Audit</u>	<p>CB shared the analysis and action plan which was prepared in conjunction with JH. Clear disparities have been highlighted in Red.</p> <p>The questionnaire was a generic questionnaire from the NGA and thus some items were not applicable to Lampard. Some of the red items were not a surprise being a lower percentage response due to the impact of Covid, being unable to meet in person until recently, several new governors in post, and the fact we do not have a traditional committee structure to our board but have a portfolio structure. i We adopt a flexible formal committee structure i.e. first and second committees should the need arise.</p> <p>CB made the Governors aware of the training they can access from Devon Education Service and National Online Safety, and can expand knowledge by coming into school to meet staff and students.</p> <p>Many of the items highlighted in the skills audit will be covered during governor meetings throughout the year, Governors to visit school so they have time to meet with staff, AR to share benchmarking information with Governor's and training with our School Improvement Partner.</p> <p>CB reiterated she felt supported as the Chair and knows in time being able to meet in person again will bolster positive collaborative relationships with the whole board.</p> <p>MM asked how do Governors book training? CB confirmed this needs to be done via the Clerk.</p>
10	107.111	<u>Portfolio Holder Reports</u>	<p>AB, CB, and BM shared their visit reports on Governor Hub via to the meeting.</p> <p>AB had a very informative and positive visit with JH the three members of teaching staff she met to discuss planning and the curriculum. It came across clearly that the school has thought about the rationale around their curriculum decisions, it has been designed</p>

			<p>to work with our students and is very unique to our setting. Next time AB will visit the classes.</p> <p>AB also commented that the Headteacher allocates enough time for subject leaders to undertake their tasks, and subject leaders have been allocated based on their strengths.</p> <p>JH confirmed we did this by asking staff what subjects they would like to lead on. Following this subjects have become alive and staff are interested in what they lead.</p> <p>Next steps for AB – to see formative assessment and how this then informs planning. AB to arrange a visit date with JH</p> <p>BM virtually visited for SEND and GDPR. BM came away feeling reassured that the processes within school are robust. BM's understanding of his portfolios has been clarified and the responsibilities of the SLT. He will meet with KN half-termly to discuss SEND and the challenges she is facing. BM will be meeting with KN before the end of term.</p> <p>CB and HH will jointly be meeting with NK on 11th January to discuss Safeguarding.</p> <p>CB informed the board that MM has agreed to take on the portfolio for Finance to allow HH to focus on Safeguarding.</p>
11	107.112	<u>Effective Governance</u>	<p>We have received a lot of evidence tonight about the progress that has been made in school with moving forward the SDP. Good to note we now have digital leaders and look forward to seeing how these progresses. We note that Future Fridays continue to inspire and motivate our students and we have decided to part fund residential which will have a positive impact on our students learning experiences.</p> <p>26th January 2023 is the next meeting date at 5pm</p>